

Project Manager for Integrated Membrane Proteins and Lipid Assemblies Network UK (IMPALA-NET) – BBSRC Funded



OPPORTUNITY

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Reference: 0788-25

Grade: 08

Salary: £42,254 (Pro Rata)

Contract Type: Fixed Term (Up to 36 Months)

Basis: 0.6 FTE

Job description

The BBSRC has awarded Aston University funding to establish a research network called "Integral Membrane Proteins And Lipid Assemblies NETwork UK (IMPALPA-NET)." This project aims to bring together researchers across the UK, from both industry and academia, to realise the transformative power of polymer-lipid particles (PLPs) for the study and application of membrane proteins. IMPALPA-NET will create a vibrant, multidisciplinary and diverse network of researchers across the UK who will share ideas, challenges and best practice, and develop generic, robust, approaches for deploying PLPs at the frontline of medical and biotech applications. The project will run for three years. The post of Network Project Manager is responsible for supporting the delivery of the IMPALPA-NET project. This involves working with the network directors and project partners from academia and industry to manage administrative, financial, and collaborative reporting responsibilities.

Main duties and Responsibilities

- ▶ To monitor and support overall project progress against the description in the funded proposal.
- ▶ To liaise closely with the project director(s) and engage effectively with stakeholders to realise the project's objectives.
- ▶ To maintain and implement appropriate procedures to ensure that the project fulfils its objectives.
- ▶ To maintain and manage professional relationships with project partners and stakeholders.
- ▶ To identify, maintain and improve systems, mailing lists, databases, data management and financial monitoring systems.
- ▶ To represent IMPALPA-NET and its activities to stakeholders and events.
- ▶ Liaise with relevant Aston staff to outreach and engage actively and strategically with industrialists, policymakers, NGOs, and other stakeholders, understanding their needs and actively expanding the network's partnerships.
- ▶ To identify opportunities for dissemination, work with the university marketing team to maintain the project webpage up to date and develop and maintain high impact social media presence (e.g., LinkedIn, X, Facebook, YouTube, etc) in a creative and professional manner to promote the wider engagement, with emphasis on capturing the interest of policymakers.
- ▶ To plan and facilitate meetings and delivering networking events (workshops, lectures, webinars, seminars, meetings, networks, sandpits, etc) in a way that supports best practice and idea generation and promote internal Aston engagement on sustainable cooling.
- ▶ Designing and generating appropriate publicity material for the network activities.
- ▶ To set up all IT and audio-visual interfaces for meetings e.g., Microsoft Teams and recordings.
- ▶ To provide administrative and organisational support to the Project Director and partners, including procurement, travel management, and communication support.
- ▶ To act as the point of contact between the project and relevant administrative functions e.g., financial, legal, public relations etc.
- ▶ To collate progress and financial reports from the project partners and provide regular status reports according to project requirements.
- ▶ To support and promote engaging with early career researchers, including promoting EDI and support booking appropriate venues, transport etc.
- ▶ To maintain a calendar of planned events and engage to ensure relevant parties are informed and engaged.
- ▶ To maintain records of network achievements, impact and deliverables.
- ▶ To organise, attend, minute project meetings, archiving the events paperwork and follow the progress on planned actions.
- ▶ To maintain records of publications, outreach activities etc.

- ▶ To maintain awareness of data protection and other relevant legislation and work in accordance with the guidance.
- ▶ To coordinate with the appropriate project, school, faculty, and central university staff where needed.
- ▶ To undertake any other duty as appropriate to the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and being supportive to others.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda, practices and considering the alignment with the university strategy.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ First degree in any discipline. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of managing and working on collaborative research projects. ▶ Experience of maintaining databases, mailing lists, websites etc. ▶ Record of planning and development of project activities (e.g., workshops, sandpits, etc.) ▶ Reporting of project activities financially and technically. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ The post holder is expected to autonomously progress project activities (including with external links) according to the plan without micro-management. ▶ Good communication skills to relay work in spoken and written media in an accessible and understandable way. ▶ Excellent IT skills, including Microsoft Office packages, databases, web and email. ▶ Well-developed interpersonal and team-working skills 	Interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Project Management Qualification 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of working in or close to the HE sectors. ▶ Experience of managing and working on collaborative research projects funded by UKRI research councils. ▶ Engaged and maintained a network of contacts from external bodies. ▶ Experience of working with senior academics. ▶ Experience of developing and maintaining high-impact websites and using social media in a professional setting. ▶ Using social media in a professional setting. 	Application form
Aptitude and skills	<ul style="list-style-type: none"> ▶ Knowledge of dialogue and facilitation. 	Interview and application form

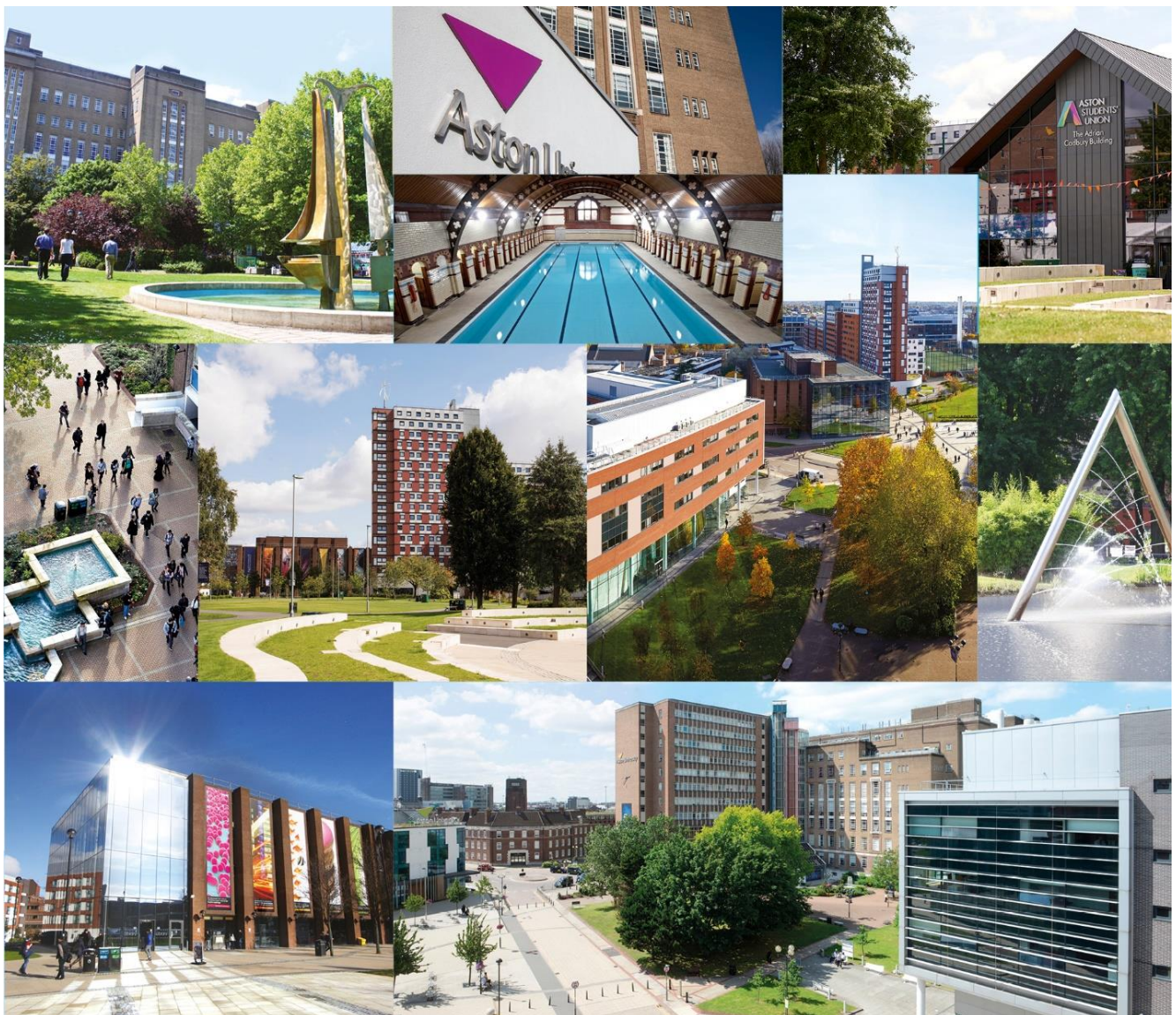
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Alice Rothnie

Job Title: Reader in Biochemistry

Email: a.rothnie@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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